



Deputy Municipal Court Clerk

City of Wylie, Texas

JOB TITLE: Deputy Court Clerk
DEPARTMENT: Municipal Court
PAY GRADE: \$14.39 per hour, plus excellent benefits
EXEMPT: No
FULL-TIME: Yes, 8:00am to 5:00pm M-F

JOB SUMMARY:

Under general supervision, maintains court records, assists the Judge and Prosecutor, assists customers on the telephone and in person at the cashier's window, implements office procedures and does related work as required.

ESSENTIAL JOB FUNCTIONS:

- Communicates effectively and courteously with customers and other City employees in person, on the telephone, and in writing.
- Collects fines and bond payments.
- Enters receipts for cash money into the computer.
- Types correspondence for the Judge.
- Enters citations into the computer.
- Prepares complaints.
- Prepares the Court docket.
- Prepares any and/or all reports related to the Municipal Court function.
- Issues warrants and subpoenas.
- Handles difficult customers with tact and courtesy; works well under pressure.
- Retrieves records from archives.
- Assists Judge and Prosecutor as needed.
- Other duties as may be assigned.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Four years general business and clerical experience involving public contact and consistently dealing with money. Working knowledge of court operations, policies and procedures. Self-starter, ability to work independently without supervision. Good organizational skills. Wordprocessing experience. Ability to operate 10 key. Read and communicate effectively in English; good grammar and spelling skills. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed.

REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

High School Diploma or equivalent.

TO BE CONSIDERED FOR THIS POSITION:

Visit our website (www.wylietexas.gov) to print an application or request one from 972-516-6040. Submit your application and resume to: HR, City of Wylie, 300 Country Club Road, Building 100, Wylie TX 75098.